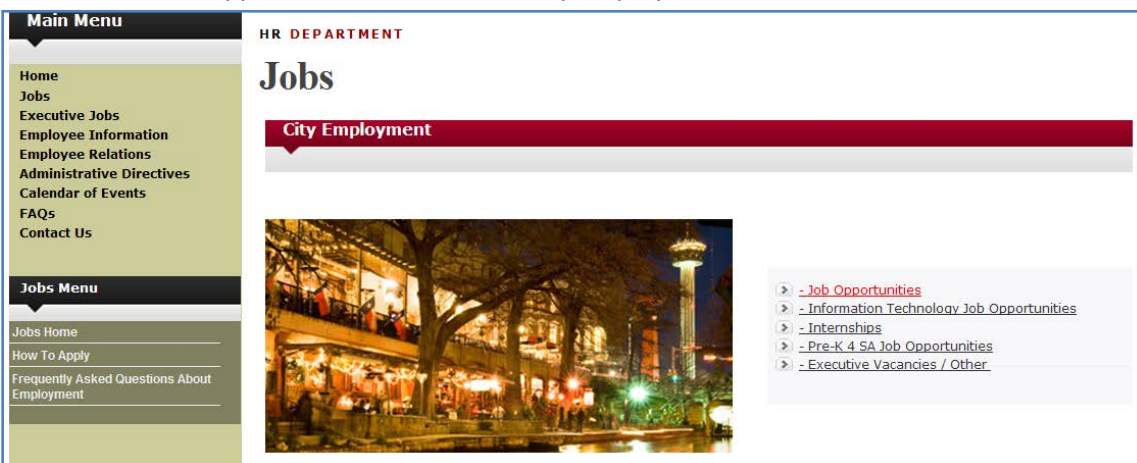




## How to Apply for the 2014 Firefighter Trainee Opportunities

From the SAFD Recruiting Home Page:

1. Click on the application link “APPLY HERE” on the SAFD website.
2. Read the “Applicant Commitment” and click “I Agree. Proceed to job announcements” link.
3. Click on the “Job Opportunities” link in the “City Employment” section.



4. Search for “firefighter” in the search box near the bottom of the page and click “Go”.

Select Department		Select All Departments	Clear All Departments
<input checked="" type="checkbox"/> Alamodome (3)	<input checked="" type="checkbox"/> Animal Care Services (2)	<input checked="" type="checkbox"/> Aviation (7)	
<input checked="" type="checkbox"/> Building & Equipment Services (3)	<input checked="" type="checkbox"/> Capital Improvements Mgmt Svcs (3)	<input checked="" type="checkbox"/> Code Enforcement Services (1)	
<input checked="" type="checkbox"/> Communication & Public Affair (2)	<input checked="" type="checkbox"/> Convention Facilities (1)	<input checked="" type="checkbox"/> Development Services (2)	
<input checked="" type="checkbox"/> Human Resources (7)	<input checked="" type="checkbox"/> ITSD (7)	<input checked="" type="checkbox"/> Library (2)	
<input checked="" type="checkbox"/> Office of the City Clerk (1)	<input checked="" type="checkbox"/> Parks and Recreation (12)	<input checked="" type="checkbox"/> Police (2)	
<input checked="" type="checkbox"/> Pre-K 4 SA (7)	<input checked="" type="checkbox"/> Public Works (2)	<input checked="" type="checkbox"/> SA Metro Health District (3)	

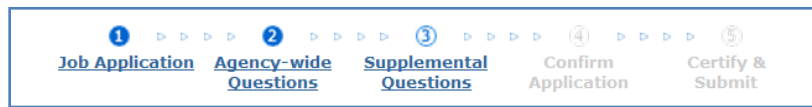
Search	
Enter keywords (optional):	<input type="text" value="firefighter"/>
<a href="#">Explain this</a>	
<input type="button" value="Go"/> or <a href="#">Clear Search</a>	
<a href="#">Print this page</a>	

1 record found.  
Page #  of 1

Position	Department	Emp. Type	Salary	Closing Date
Firefighter Trainee	Fire Department	Regular		

5. Click on the “Firefighter Trainee” link in the “Position” column to view the job description.
6. Click on the “Apply” link on the right-hand side of the job description.

7. First-Time Applicants: Create an account.  
Returning Applicants: Login with your username and password.
8. Create your application for the Firefighter Trainee position. Follow your progress on the tracking bar at the top of the page.



- a. Build a new application by clicking the “Create Application” button **or** select an application you have previously submitted to use it as a template.
- b. When all sections of the Job Application are completed, click the “Go to Step 2: Agency-wide Questions” button at the top or bottom of the page. (Step 1: Job Application)

[Go to Step 2: Agency-wide Questions](#)

**\*\*Note:** Attaching additional documents to your application is not required, but is an available option. To attach additional documentation to your application, such as a resume, cover letter, or DD-214, you can do so by clicking the “Add Attachments” link at the bottom of the page (Step 1: Job Application).

**Attachments**

[Add Attachment\(s\)](#)

The system will allow you to name your attachment, select an attachment type, and upload a document from your computer.

**Job Application » Review**

\* File Description

\* Attachment Type

\* File

[Attach another file](#)

DD-214

\* Required Field

\* Required Field

- c. Answer the Agency-wide Questions and click the “Save and Proceed” button at the bottom of the page. (Step 2: Agency-wide Questions)

[Save & Proceed](#)

- d. Answer the Supplemental Questions and click the “Save and Proceed” button at the bottom of the page. (Step 3: Supplemental Questions)

[Save & Proceed](#)

- e. Review your responses and confirm your application by clicking the “Confirm Application” button at the top or bottom of the page. (Step 4: Confirm Application)

Confirm Application

- f. Read the certification statement and click the “Accept” button at the bottom of the page to submit your application. (Step 5: Certify & Submit)

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the United States. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of City of San Antonio and will not be returned. I understand City of San Antonio may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address or phone number.

Accept

Decline